

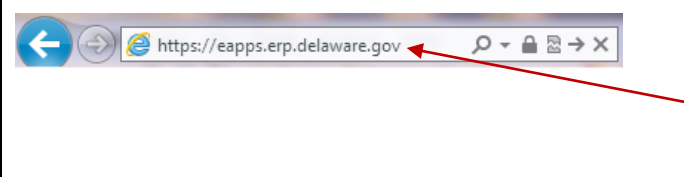
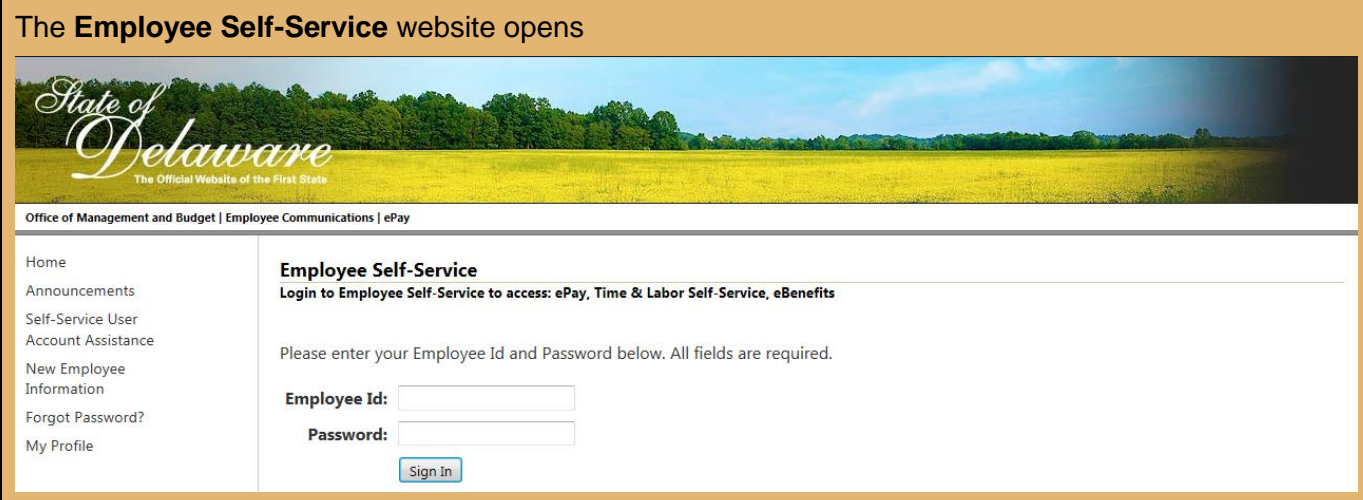


Employee Self-Service Change Password Instructions

If you have any questions please contact your Human Resources or Payroll Office

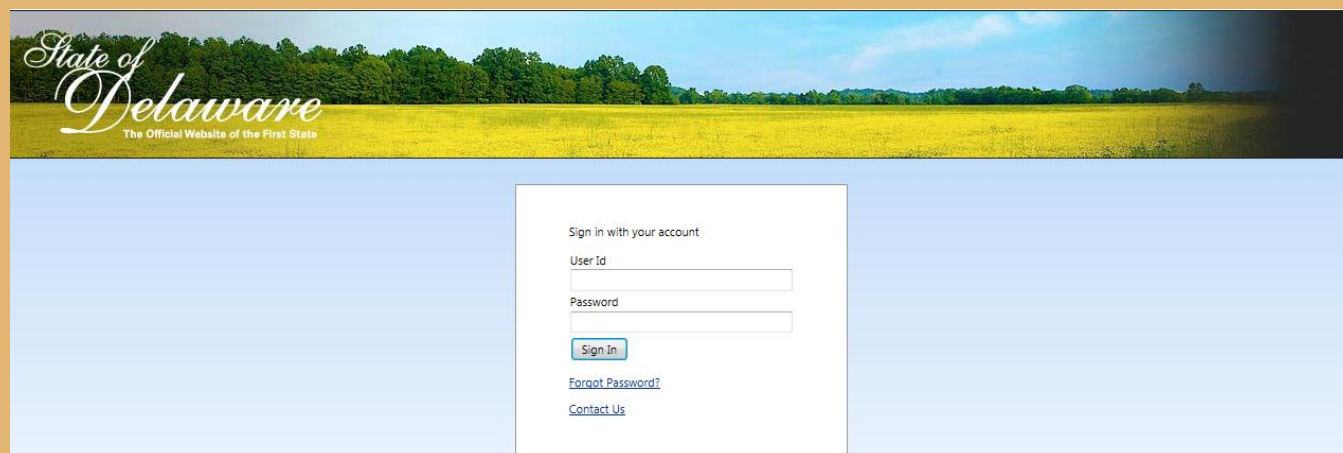
The State of Delaware provides employees the ability change their passwords to the Employee Self-Service login page using Identity Access Management (IAM). IAM eliminates the need for employees to contact the Employee Self-Service Call Center or complete an online request. The following pages are detailed instructions for changing Passwords.

Login

	<p>Enter https://eapps.erp.delaware.gov in your browser address bar.</p> <p>Press Enter or Click Go.</p> <p><i>Note: It is recommended that you save this in your 'Favorites'.</i></p>
<p>The Employee Self-Service website opens</p> 	
<p>Home</p> <p>Announcements</p> <p>Self-Service User</p> <p>Account Assistance</p> <p>New Employee Information</p> <p>Forgot Password?</p> <p>My Profile</p>	<p>Click My Profile.</p>



The **State of Delaware Identity & Access Management (IAM)** sign-in page opens



State of Delaware
The Official Website of the First State

Sign in with your account

User Id

Password

[Sign In](#)

[Forgot Password?](#)

[Contact Us](#)

Sign in with your account

User Id

Password

[Sign In](#)

[Forgot Password?](#)

[Contact Us](#)

Enter **User ID** (User ID = six-digit Employee ID number).

Enter current **Password**.

Click **Sign In**.

The **State of Delaware Identity & Access Management (IAM)** home page opens.



State of Delaware
The Official Website of the First State

Home

My Profile

- My Information
- My Access

State of Delaware Identity & Access Management (IAM)

Welcome to the State of Delaware Identity Access Management (IAM) self registration and account maintenance system.

Here you can maintain your IAM account and request specific application access by subscribing to a particular agency's online services located in the catalog.

Login to **Employee Self Service** to access ePay, Time & Labor Self-Service, eBenefits and Race/Ethnicity

Home

My Profile

My Information

My Access

Click **My Information**.



The **Basic User & Contact Information** page opens.

The screenshot shows the 'Basic User & Contact Information' page. The 'Change Password' section is expanded, showing fields for 'Account' (set to 'Oracle Identity Manager'), 'Old Password', 'New Password', and 'Confirm New Password'. A 'Password Policy' pop-up is visible, listing requirements: password must not match or contain first/last name, must be at least 10 characters long, must contain at least 1 numeric character, at least 1 special character, and at least 1 uppercase letter. A confirmation message 'Password has been changed successfully' is displayed at the bottom. A navigation menu on the left includes 'Home', 'My Profile', 'My Information', and 'My Access'. Red arrows point from the instructions to specific elements: the 'Change Password' section header, the 'Account' dropdown, the 'Old Password' field, the 'New Password' field (with a password strength icon), the 'Confirm New Password' field, the 'Apply' button, the confirmation message, and the 'Home' link in the navigation menu.

Click > to expand the **Change Password** section.

Leave **Account** field set to **Oracle Identity Manager**.

Enter **Old Password**.

Enter **New Password**. Click on the *Password Policy* information icon and create a strong password in accordance with the Policy.

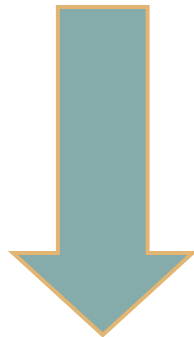
Confirm New Password – re-enter new password.

Click **Apply**.

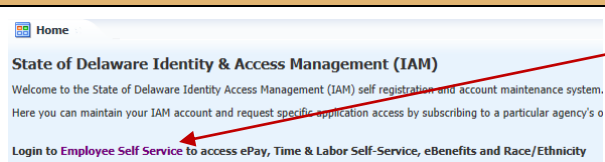
Note: These are required fields.

A confirmation message will appear at the top of the screen.

Click **Home**.

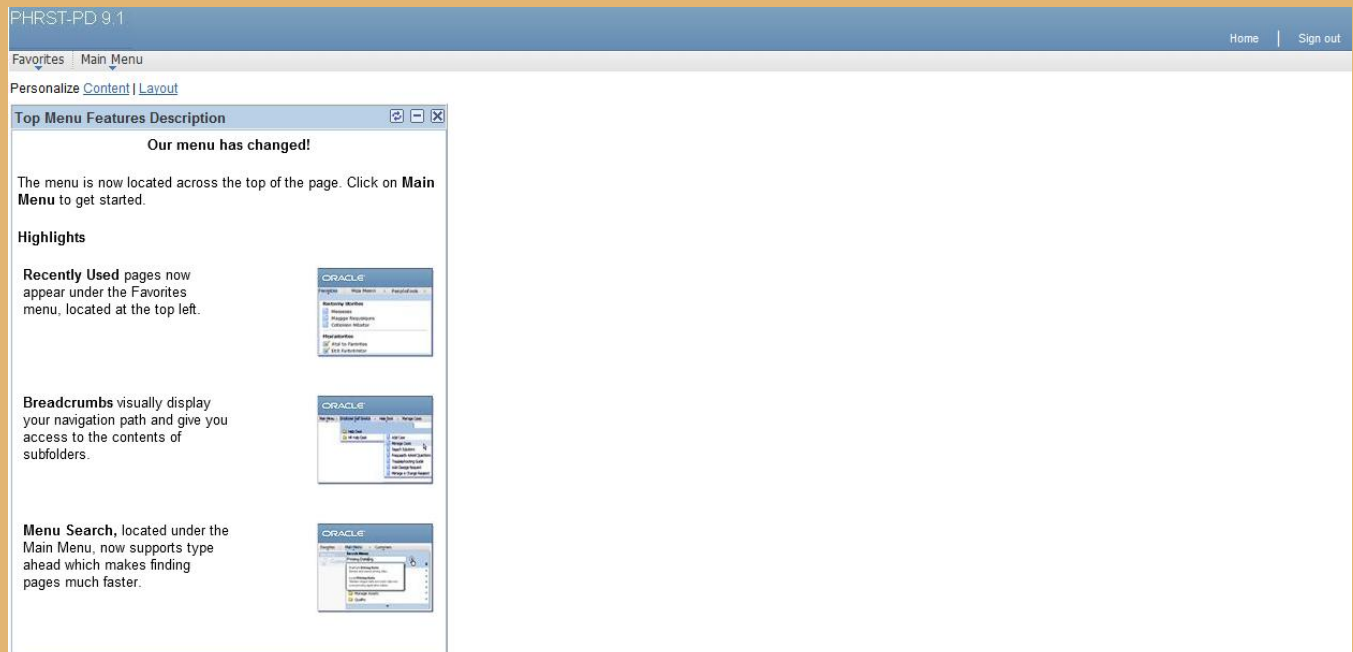


The **State of Delaware Identity & Access Management (IAM)** home page opens.



Click **Login to Employee Self-Service.**

The **Employee Self-Service** page opens



- You have successfully changed your Password.
- You are ready to view your paycheck, eBenefits, Time & Labor and Race/Ethnicity (if applicable).